

**EVALUATION COMMITTEE  
DETROIT HEALTH DEPARTMENT 420-B  
Monday April 21, 2003  
4:00 P.M. – 6: 00 P.M.**

**MINUTES**

The regular meeting of the Evaluation Committee of The Southeastern Michigan HIV/AIDS Council was called to order by Chair, Jonnie Hamilton, at 4:40 PM in room 420B of the Detroit Health Department on Monday April 21, 2003. The minutes of the last meeting, on 3/10, were not available and are to be read and approved at the next meeting on May 12, 2003.

**Present**

Jonnie Hamilton, Chair  
Waymond Burkes

**Staff-SEMHAC**

Joy Royes, Planning Coordinator  
Karla Handley, Sr. Program Consultant

**OLD BUSINESS**

**Review Results of Questionnaire**

All of providers returned surveys designed to generate feedback about how the Grantee is performing. A system was used to ensure that the survey was anonymous. 100% of the providers participated. The results will be tabulated and presented at the next Council Meeting.

**NEW BUSINESS**

**Develop Time Lines**

Time lines were developed for Focus Group Evaluation of the Grantee, and Grantee Interviews with the Committee to assess FY 2002. Jonnie suggested four dates for the Grantee to choose from: June 9, June 16, June 18, or June 20 from 4-6 PM. Other time lines are: Data will be analyzed and a final report completed by July 14. The draft of the Evaluation Report will be reviewed by Aug 11. The Evaluation Committee will meet with the Grantee and the Executive Committee on August 13 to review the final report. If it is necessary for the Grantee to Prepare a Remediation Plan it will take place between August 13-September 24 to be presented to EOG Committee for inclusion in the final report. The final report will be presented to the Full Council at the September 24 Council Meeting. The time lines for Cost and Outcome and Quality of Service will take longer to develop and will be done at the next regularly scheduled meeting in May. How does this committee's time line match up with the Goals of the Strategic Planning Committee? Per

Jonnie this committee is right in line. Reports for the first quarter are due June 15. Joy is to prepare the materials for the committee for the next meeting. Joy will compile reports for attendance at all committee meeting by the first meeting in June.

**Focus Group For Providers**

A letter will be drafted and sent to all Providers next week asking them to participate in a Focus Group, which will allow an opportunity to expand upon the information they reported in their questionnaires. The Focus Group will take place on Monday May 5, 2003, from 4-6 PM at:

Jordan Health Center  
Butzel School  
2301 Van Dyke, at Kercheval, Room 506  
Detroit, MI 48214

Dinner will be served to participants.

**The next meeting is Monday May 12, 2003 from 4:00 – 6:00 PM in Room 420B.**

**THE MEETING ADJOURNED AT 5:40 PM.**

Minutes transcribed by Karla Handley

Chair

Signature \_\_\_\_\_ Date \_\_\_\_\_